

**Philbrick-James Library
Special Meeting of the Board of Trustees**

DRAFT minutes – March 25, 2022

12:00 – 4:00 pm at the George B. White Building

Present: Sadie Stimmell, Janice Leviton, Emily Oxnard, April Purinton, Christina Eagen, Gwen Mathews, Jocelyn Messier, Director Anne Meyers, Bright Spot Consultant Caitlin Delaney

The meeting was called to order at 12:00 pm.

The purpose of this meeting is to continue working with Bright Spot to develop a strategic plan for the Philbrick-James Library. The agenda is included below, but the end result of a strategic plan will be made public once it is generated from today's work session.

12:00-12:15pm	Welcome & Objectives
12:15-12:45	What We Know Today
12:45-1:15pm	Defining the Plan's Pillars
1:15-1:45pm	Establishing Goals
1:45-2:00pm	<i>Break</i>
2:00-3:15pm	Action Planning x Pillars
3:15-3:45pm	Developing Guiding Statements
3:45-4:00pm	Next Steps & Wrap-Up
4:00pm	Adjourn

Additional Business:

- I. Review and approve the minutes from previous meeting. Janice needs these approved minutes to provide to the bank in order for her to become the main signatory on the checking account. Additionally, another person with signing authority needs to be added.
 - a. April moves to accept the amended minutes, Jocelyn seconds, and all vote in favor; the motion passes.
 - b. Sadie moves that Emily assumes the role of back-up signatory, April seconds, and all vote in favor; the motion passes.
- II. At the previous meeting, the trustees spoke about a need to consult the town administration and possibly the town attorney regarding an off-site meeting space. Jocelyn reports from her conversation with John Harrington that we need an MOU in writing but that he nor the attorney needs to be present at the next trustee meeting. Ben Kelley modified the lease and gave it to Sadie for review. PJJ Director needs the tenants' and landlords' insurance part of the agreement to be reviewed, and it was concluded that we do need an insurance rider.

Sadie moved to adjourn, and Emily seconded the motion. All voted in favor, and the motion passed.

Meeting adjourned at 4:19 pm.

Respectfully submitted,
Emily Oxnard

Next regular meeting: Monday, April 11, at 7 pm.